

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2012-0009

Schedule Status Approved

Agency or Establishment Department of the Army

Record Group / Scheduling Group Army Undifferentiated

Records Schedule applies to Major Subdivision

Major Subdivision Office of the Administrative Assistant to the Secretary of the Army

Minor Subdivision Records Management and Declassification Agency

Schedule Subject Army Regulation 190-11, Physical Security of Arms, Ammunition, and Explosives - Key Control System Master File

Internal agency concurrences will be provided No

Background Information Background The Key Control maintains a positive control over physical keys to high security locks securing U S Army ammunition storage buildings The system integrates several technologies to automatically identify users (key custodians and key recipients), read key numbers, and record transaction details Also, it enforces certain security criteria to ensure that only properly authorized individuals are able to draw the keys to any particular building Key Control automates all verification and data collection activities associated with each key issue and receipt transaction

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1 | 0 | 1 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-AU-2012-0009

Sequence Number

1

Key Control System Master File

Disposition Authority Number DAA-AU-2012-0009-0001

Records Schedule Items

| Sequence Number | | | | | |
|-----------------|--|-----------------|--------------|-----------|---|
| 1 | <p>Key Control System Master File</p> <p>Disposition Authority Number DAA-AU-2012-0009-0001</p> <p>Contains key room personnel login using password/fingerprint verification and identifies precisely which key(s) an individual is checking in or out by reading passive radio frequency identification (RFID) device attached to each key. Data is read from the recipient(s) common access card (CAC) to record the user(s) identity and collects an electronic signature from the recipient to establish proof that the transaction occurred. Using relationships and restrictions stored in its database, it identifies the building to which each scanned key belongs and checks to ensure the recipient receives the keys to building for which they have authorized access. Output: Key Control includes a number of standard reports to support various user requirements such as: all keys currently outstanding, all keys issued to a particular user, all buildings in which material has been moved for a particular date, all key issue transactions for a given date, all key issue/receipt transactions for a specified building over a specified time period and all key inventory stored in the control database. Inclusive dates of records are from 2002 – present. The Army Materiel Command is the proponent of the Key Control. Please note that the previously used Army Records Management Information System (ARMIS) RN 190-11 has been replaced with the new Record Series "300B Security" under the new Army Consolidated Records Schedule (ACRS).</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">AR 190-11</td> <td style="text-align: center;">Physical Security of Arms, Ammunition, and Explosives</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Keep until no longer needed for conducting business</p> <p>Transfer to Inactive Storage Retire to the AEA. The AEA will delete the record when the record is 10 years old</p> <p>Retention Period Destroy immediately after 10 years</p> | Manual Citation | Manual Title | AR 190-11 | Physical Security of Arms, Ammunition, and Explosives |
| Manual Citation | Manual Title | | | | |
| AR 190-11 | Physical Security of Arms, Ammunition, and Explosives | | | | |

Additional Information

GAO Approval

Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

| Date | Action | By | Title | Organization |
|------------|------------------------|---------------------|---|--|
| 07/12/2012 | Certify | Shirley KinsonJones | Management Analyst | Army - Records Management and Declassification Agency |
| 05/31/2013 | Submit for Concurrence | David Weber | for | National Archives and Records Administration - Records Management Services |
| 06/05/2013 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 06/06/2013 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 06/07/2013 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |